# **Connect Timesheet System – Student Guidance**

#### Who is Connect for?

Connect is for students who receive Non-Medical Helper (NMH) support provided by the University of Huddersfield. NMH refers to the support provided by your Specialist Mentor or Specialist Tutor.

Connect will not be used to schedule your support session. This will be booked by your Mentor or Tutor through Outlook and Teams calendars.

#### What is Connect?

- Connect is the timesheet system used to log the support arranged for you by your specialist Mentor or Specialist Tutor.
- Connect enables you to confirm the timesheets submitted for the support arranged.
- Connect will keep a record of the number of hours of specialist mentor/specialist tutor support arranged, so that this can be claimed from your DSA funding by the university.
- Connect enables you to view the hours remaining for specialist mentor or specialist tutor support.

## Setting up Connect?

You will receive an email to your university email account from <u>hud@connectsystem.co.uk</u> If you do not see this in your e-mails, please check your junk/spam email folder. The email will be as below: From: Connect Support <<u>support@connectsystem.co.uk</u>> Sent: 17 July 2024 14:26 To: STUDENT <<u>student@hud.ac.uk</u>> Subject: Welcome to Connect

Dear (STUDENT'S NAME)

Please create an account to use Connect.

Connect will allow you to access features which include your diary, your support usage and any changes to your support. It is also where you will verify that support was booked.

Your username is <a href="mailto:student@hud.ac.uk">student@hud.ac.uk</a>

If you forget your password, please click on the  $``I've \ forgotten \ my \ password'' \ link \ on \ the \ login \ page.$ 

If you have any further questions, suggestions or comments regarding Connect please contact <a href="mailto:support@connectsystem.co.uk">support@connectsystem.co.uk</a>.

Thank you

Connect System

Once you click on the link, this will open onto the Connect website and you will be prompted to enter and confirm a password that you will need to remember.

டுConnect	
 New password	
Confirm new password	
Cancel Change	



Your log-in details for Connect will be created for future use. It is advisable to save this link to your `favourites' for easy access.

டு Connect
Email
Password
Forgot password Log in

Once you log in, you will be able to view your home screen with details of your support, as shown below:

டு Connect	■ My Support				
Impersonating Gerard Norris	My Support				
My Support	Role		Total Hours		Hours Remaining
<ul> <li>Confirmed Sessions</li> </ul>	Specialist Mentor (SM-MH)		20		19
🛱 Records List	Test Role		30		29
	14 K 🚺 🤉 51				1 of 1 pages (2 items)
	Worker Test Redman Kris Lawton	Role Specialist Mentor (SM-MH) Test Role	Total Hours 20 30	Hours Remaining 19 29	Assignment End Date 31/08/2024 17/07/2024 1 of 1 pages (2 items)
Stop Impersonating     Light Theme     Change Password	Diary < > July 01 - 07, 2024 ▼	🚷 Matched 🧃	Timesheets 🕕 Unmatche 2 Student - Less than 24	d 🕕 University Cance hours' notice 🌀 Stud	allation 🛞 Worker Cancellation dent - More than 24 hours' notice DAY WEEK WORK WEEK MONTH
C+ Logout	Mon Tu	we Wed	Thu Fri	Sat	Sun

When logging in to Connect, you will be able to check if the details of your support are correct.

## Following your Session

- Before you leave the session, your Mentor or Tutor will generate a timesheet for you to confirm that the support has taken place. You will receive an email asking you to confirm this.
- > Alternatively, you can access your timesheet by signing into Connect.
- > To confirm the timesheet, click on the tick circled below:

Stop Impersonating  Light Theme  Change Password	← C Q © https://www	w.connectsystem.co.uk/student/session	nstoconfirm			A* ☆ (	o g d	Ç#
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<ul> <li>My Support</li> <li>Confirmed Sessions</li> <li>Records List</li> <li>Stop Impersonating</li> <li>Upt Theme</li> <li>Change Password</li> </ul>	Impersonating Zack Zodd	Support Provided						
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Stop Impersonating Ught Theme Change Password								
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Change Password	Stop Impersonating							
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- If you have multiple timesheets to approve, each timesheet will remove from view until all timesheets have been confirmed.
- When all listed timesheets have been ticked, a box will be displayed informing you there are no more sessions to confirm. See below:

<b>M</b> Connect	■ Sessions to Cor	firm					
Impersonating Zack Zodd	Support Provided						Confirm All
My Support	Worker	Role	Location	Session Start	Session End	Duration	
✓ Confirmed Sessions	Test Redman	Specialist Mentor (SM- MH)	JO COX CENTRE	03/06/2024 10:00	03/06/2024 11:00		~ ×
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Confirmed sessions can be viewed by clicking on the 'CONFIRMED SESSIONS' heading as circled below:



#### When support has not taken place

If your support did not take place and you gave less than 24 hours' notice a timesheet will still be created by your Mentor/Tutor. The timesheet will be listed under the section `Sessions to confirm' and subheading `Support did not take place'. Click on the blue `CONFIRM', as circled below:

uses cookies. To	find out more click here.						
port Did Not 1	Take Place						
/orker	Role	Location	Session Start	Session End	Duration	Reason	
	Specialist Mentor	JO COX	27/05/2024	27/05/2024	1	Support Not Provided (Student did not attend, no	CONFIRM

The screen below will now appear. Click on the drop-down arrow to indicate why support did not take place.

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(SM-MH) Role		a not attend, no CONFI
Date	Specialist Mentor (SM-MH)	n)
(1C) (C 1) 2 (2)	27 May 2024	1 of 1 pages (1 it
Start Ti	ne 10:00	
End Tim	ne 11:00	
Reason	Support Not Provided (Student did not attend, no notice given)	
Please i	ndicate why the support did not take place	
	_	_

The reasons why support did not take place will be listed once you click confirm. Please click on the one that applies to your circumstances and submit.

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nd out more click	k here.				Accept
ike Place					
Role	Confirm Tin	nesheet	×	t Provided	
Specialist (SM-MH)	Worker	Test Redman		d not attend, no	CONFIRM
	Role	Specialist Mentor (SM-MH)		n)	
>1	Date	27 May 2024			1 of 1 pages (1 item)
	Start Time	10:00			
	End Time	11:00			
	Reason	Support Not Provided (Student did not attend, no notice given)			
	Please indicate v	why the support did not take place			
	You were ill				
	You were in	hospital			
	You were u	nable to cancel with more than 24 hours' notice for a reason related to you	r condition or	impairment	
	You had tro	avel problems and could not attend		_	
	Unforeseen	circumstances outside of your control			
atement	Weather co	oncerns - snow, flood		324	- Clear Links Support Ltd

## **Rejecting a timesheet**

You will have the option to reject a timesheet if you think the details shown are incorrect. You can do this by clicking on the cross.

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upport Provided						Confirm All
Worker	Role	Location	Session Start	Session End	Duration	0
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Click on the blue heading to enter your explanation as to why you are rejecting the timesheet and submit by clicking on the `Query' box.

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Worker	Role	Query Time	asheet	Duration	
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•		Worker	Test Redman		Leftersee (Liters)
16 36 U S. 31		Role	Specialist Mentor (SM-MH)		i of i pages (i item
		Date	03 Jun 2024		
		Start Time	10:00		
		End Time	11:00		
		Please provide a	an explanation as to why you wish to query the booking		
				<u>k</u>	
			Query		

- This information will be sent to the Learning Support Team at the University of Huddersfield to review.
- Periodically, the Connect system will ask you to provide feedback to help evaluate our services.